

TYPES OF ADMINISTRATIVE OR MANAGEMENT REPORTS AND  
DOCUMENTS EXEMPTED FROM THE SURVEY

1. Formal reports of audit, survey, or investigation by administrative bodies appointed for that purpose.
  2. Comments and/or concurrences as part of routine clearance of proposed actions, requisitions, or publications.
  3. Agency budget requirements:
    - a. The annual estimate or request for funds required by law. This exemption does not include periodic collections of data used to develop or supplement budget estimates or fund requests.
    - b. Reports upon apportionment and allocation of appropriated funds.
  4. The following operating administrative documents:

Affidavits	Identification
Agreements	Leases
Announcements	Liens
Applications or requests	Oaths of office
Authorizations	Payrolls
Bids	Permits
Bills	Performance bonds
Bills of lading	Receipts
Certifications	Receiving-and-inspection forms
Claims	Requisitions
Contracts and initial	Sales slips
allied papers	Shipping orders
Depositions	Specifications
Guarantees	Statements of witnesses
- This exemption covers only the actual administrative documents themselves. Reports concerning progress in preparing, numbers processed, etc., are not exempt.
5. Operational reports.
  6. Intelligence reports.

ATTACHMENT A